

**INSTRUCTOR TRAINING
REVISION COMMITTEE MEETING
Gardner-Webb Iredell Campus
1714 Wilkesboro Hwy., Room 116
Statesville, North Carolina**

January 15, 2016

The Instructor Training Revision Committee met on January 15, 2016, at the Gardner-Webb Iredell Campus in Statesville, North Carolina. Leila Humphries called the meeting to order at 10:10 a.m. Bobbie Cox welcomed everyone to the campus and introduced Homer Craig, CJ Coordinator, who assisted in arranging the meeting room. Leila thanked everyone for coming and expressed her thanks to Bobbie and Chief Craig for their hospitality.

Nancy Meadows called the roll. Those members in attendance were:

Dr. Bobbie Cox, Gardner-Webb University
Jeff Robinson, Wake Tech Community College
Stephanie Freeman, Administrative Office of the Courts
Betty Reynolds, Wake Tech Community College
Michael Lamonds, NC Department of Public Safety
Aaron Vassey, Cleveland Community College

Committee members absent were:

John Reaves, Wake Forest University Campus Police
Dennis Crosby, Gaston College
Tim Pressley, Orange County Sheriff's Office

Staff attending:

Leila Humphries, NC Justice Academy
Nancy Meadows, NC Justice Academy

Staff absent was:

Autumn Hanna, Sheriffs' Standards Division

The minutes of the December 11, 2015, meeting were reviewed by the Committee. Leila asked if there were any corrections or additions to the minutes. Hearing none, the minutes were approved by motion from Jeff Robinson and seconded by Bobbie Cox. The motion was unanimously approved.

Old Business

The corrections/additions that Bobbi Cox and Stephanie Freeman submitted for the Evaluation block were discussed by the Committee and the lesson plans will be revised.

Jeff Robinson recommended that there be information concerning online teaching in the block. Leila stated that online teaching could be a block in and of itself. She also stated that the main focus of General Instructor Training is to train instructors for classroom teaching, with an emphasis on platform skills. There was a discussion of the different types of on-line venues and the differences which could complicate teaching how to use a system. Leila said that there could be on-line teaching guidelines developed – how to involve students, how to ensure that assignments are completed, etc. – general basic information. Gary Dudley said that an additional course might be a better solution because of the rate of change with technology; an on-line course would be much easier to update than a lesson plan that was included in the Commission course. Betty Reynolds stated that she agreed and felt there should be a separate on-line (3-day course) on online teaching – students need to learn platform skills.

A discussion was held about the need to revise the State Exam to be consistent with the changes to the curriculum. Bobbie asked if the Committee could write test questions for each block. Leila stated that the Committee could ask Training and Standards about that possibility. Stephanie Freeman suggested that each member of the Committee take a block of instruction and write three test questions for each objective. Two of the questions could then be submitted for the State Exam, with the third question reserved for the Post Test. The Committee felt this would be a good idea.

Michael Lamonds opened a discussion concerning the current Methods & Strategies block. He suggested that there are a lot of things in that block that could be incorporated into other blocks and other information that is in other blocks that is simply repeated in Methods & Strategies. He suggested taking out the section of the lesson plan that addresses questions.

New Business

The Instructional Skills and How We Learn blocks were distributed to the committee. Leila stated that she would send these blocks to the committee electronically. She asked everyone present to participate in a proposed exercise to illustrate how to make information easier to recall. The exercise actively involves students while illustrating the information. The Committee agreed that the exercise was good and should be included in the lesson plan.

Leila stated that she will finish up the next blocks as quickly as possible. When the content is in place, it can be moved around and reconfigured as needed to ensure that the flow of information is arranged appropriately.

The next meeting will be on February 19 and will be held at Guilford Tech in Greensboro. There will also be a meeting on April 1; Stephanie Freeman agreed to host the April meeting and would let Leila know the details.

Betty Reynolds motioned that the meeting be adjourned and Stephanie Freeman seconded; meeting was adjourned at 11:45 a.m.